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DD / S R E

FILE *Personnel 14*

19 April 1967

Noted at Noon Mtg

MEMORANDUM FOR: Mr. Bannerman via Mr. Warfield

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1. As you know the Personal History Statement, Form 444, is currently being revised to satisfy considerations relating to invasion of privacy. It is my understanding that Colonel White now has the form and plans to send it to the Civil Service Commission for review.
2. I have just learned that there are now about thirty thousand copies of the current form in Supply; we use them at a rate of about seventy-five hundred to ten thousand copies per month; there is a five month lead-time for printing the PHS; we do not print it in the Agency but have it printed by a contractor through the Government Printing Office. In a pinch, there is a firm that may be able to do it for us much more quickly if the Agency takes direct procurement action. The best estimate we can get is that the warehouse supply plus copies that may be available in the Office of Personnel may carry us through about four months if we use them judiciously. Under these circumstances we have already passed the point of no return for a reorder in the normal GPO channel.
3. Our knowledge of this situation is purely fortuitous. The Records Administration Branch normally only becomes involved in matters pertaining to forms when they are specifically asked to approve a new design. In the normal course of events, reprinting of old forms is accomplished directly by the component having the functional responsibility relating directly to the use of the form; in this case, the Office of Personnel. The Records Administration Branch has still not been called upon for any official action in the case of the PHS and will not be until the revision has been approved and they are asked to approve the design or coordinate on the printing requisition.
4. I bring this to your attention because we will soon need a determination about whether:

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- a. we should reprint a limited supply of the PHS in its present form to carry us through until the new form can be approved and printed;
 - b. we should take the calculated risk of awaiting approval by the Civil Service Commission and then seeking an expedited printing of the new form through direct procurement action; or
 - c. we should take the calculated risk of proceeding with a requisition for a limited supply of new forms on the assumption that our proposal will be approved by the Civil Service Commission.
5. As a result of this experience we have arranged with the Office of Logistics to notify us directly if they have not had a notification that a reorder has been entered within thirty days after they have notified the component having custodianship of any form that the reorder point has been reached.
6. I have telephoned Mr. Echols and made him aware of this situation.



Chief, Support Services Staff

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